

**Particulars of functions and details of each Unit/ Office.**

**Name of Unit : KAP 4 Battalion. Mangattuparamba.**

<b>Name of post</b>	<b>Sanctioned No. of posts</b>	<b>No. of posts at present.</b>	<b>Jurisdiction &amp; Powers (Administrative, Financial &amp; Others).</b>	<b>Function and Duties of the Officer/Employee.</b>	<b>Any Other Information.</b>
Commandant.	1	1	Head of the Battalion.Responsible for duties (a) to (n) as specified in Section-2. "Commandant" in the standing orders for APBn- Duties and responsibilities of officers vide ROC No.998/SR/58 dated, 22-9-1958.	Head of the Battalion. Responsible for duties (a) to (n) as specified in Section-2. "Commandant" in the standing orders for APBn- Duties and responsibilities of officers vide ROC No.998/SR/58 dated, 22-9-1958.	
Dy.Commandant	1	1	Second in Command. As specified in "Second in Command" in the standing orders for APBn. Vide ROC No.998/SR/58 dated, 22-9-1958.	Second in Command. As specified in "Second in Command" in the standing orders for APBn. Vide ROC No.998/SR/58 dated, 22-9-1958.	
Asst: CMT.	4+2*	5	As specified in section-5"Assistant Commandant" in the Standing Oreders for APBn. Vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section-5 "Assistant Commandant" in the Standing Orders for APBn. Vide ROC No.998/SR/58 dated, 22-9-1958.	
API	7+4*	11	As specified in section-9 "Company Commandant" in the Standing Oreders for AP Bn.Vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section-9 "Company Commandant" in the Standing Orders for APBn.Vide ROC No.998/SR/58 dated, 22-9-1958.	* Temporary post created for training purpose.
APSI	19**+11*	17+11*	As specified in section-10 "Platoon-Commander" in the Standing Oreders for APBn. Vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section-10 "Platoon-Commander" in the Standing Orders for APBn. Vide ROC No.998/SR/58 dated, 22-9-1958.	**2 Post of APSIs and 1 Post of Havildar were shifted to SBCID HQ, Thiruvananthapuram.
APASI	6	6	As specified in section-10 "Platoon-Commander" in the Standing Oreders for AP Bn.Vide ROC No.998/SR/58 dated, 22-9-1958.	As specified in section-10 "Platoon-Commander" in the Standing Orders for APBn.Vide ROC No.998/SR/58 dated, 22-9-1958.	
Hdr.	143**+43*	142+40*	As specified in section-11 to 16 in the standing orders for AP Bn vid ROC No.998/SR/58 dated, 22.9.1958.	As specified in Section-11 to 16 in the standing orders for AP Bn.vide ROC No.998/SR/58 dated, 22-9-1958.	

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PC	646	495	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	To attend Guard Duties and other duties of the Battalion as per the directions of Superior Officers.	
Band APSI	1	1	Head of the Band Wing of the Battalion.	To supervise and lead the Band Wing.	
Driver SI	1	0	Head of the Battalion Motor Transport Wing.	To supervise and lead the M.T. Wing of this Bn.	
Driver HC/PC	44	35	Responsible for the up keep of the vehicles allotted to them.	Careful driving of the vehicles allotted to them.	
Armourer SI	1	1	Responsible for the up keep of arms and ammunitions of this Battalion.	To keep the arms and ammunitions serviceable with the assistance of armourers.	
Bugler SI	1	0			
Band Hdr.	2	2	Responsible for Band performance.	To make best Band performance.	
Armourer Hdr.	2	2	Responsible to assist the Armourer SI.	Proper maintenance of arms and ammunitions.	
Mech. Hdr./PC	2	2	Responsible to assist the Driver SI.	To repair the mechanical defects of the vehicle.	
Band PC	24	9	Responsible to play the Band instruments.	Responsible for good band performance.	
Bugler PC	9	3	Responsible to play the Bugle in the Band and at the tune of revallie and retreat of Quarter Guard.	Responsible for good band performance and sounding of Bugle.	
Drummer PC	4	0	Responsible to play the Drum in the Band and at the tune of revallie and retreat of Quarter Guard.	Responsible for good band performance and sounding of Drum..	
Armourer PC	4	1	Responsible to assist the Armourer SI.	To keep the arms and ammunitions serviceable.	
Cleaner PC	4	0	Responsible to clean the vehicles	Responsible to keep the vehicle clean.	
Painter PC	1	0	Responsible to do the painting work of the Bn.	Responsible to write the name boards etc.	
Carpenter PC	2	2	Responsible to do the Carpentry work of the Bn.	Responsible to do the Carpentry work of the Bn.	
Electrician PC	2	0	Responsible to do electrical work of the Bn.	Responsible to do electrical work of the Bn.	
Fitter PC	2	0	Responsible to assist the Driver SI in the maintenance of vehicles.	To do the maintenance work of vehicles of the Bn.	
Tailor PC	2	0	Responsible for Tailoring works of the Bn	To do the Tailoring work of the Bn.	
Blacksmith PC	1	1	responsible for the Blacksmith works of the Bn.	Responsible for the Blacksmith works of the Bn.	
WPCs		13	To attend Guard Duties and other guard duties of the Battalion as per the directions of Superior Officers.	To attend Guard Duties and other duties of the Battalion as per the directions of Superior Officers.	

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Rt.PCs/W RtPCS	Nil.	62(including 53 Special Recruitment Candidates)+5 8 Driver Recruits Police Constables			
Admin: Assistant	1	1	Head of the Ministerial Wing. Drawal and disbursement of salaries to the non gazetted establishment of the Bn. Competent to sign all the other bills sanctioned by the Commandant. Administration in the Battalion office.	Head of the Ministerial Wing. Drawal and disbursement of salaries to the non gazetted establishment of the Bn. Competent to sign all the other bills sanctioned by the Commandant. Administration in the Battalion office.	
Manager.	1	1	To ensure attendance, discipline and over all supervision in the Battalion office.	To ensure attendance, discipline and over all supervision in the Battalion office.	
Junior Supdt.	4	3	To supervise the works in the Sections allotted to him in the office.	To supervise the works in the Sections allotted to him in the office.	
Store Accountant	1	1	Management of Battalion Stores. Procurement and distribution of Store articles to all the officers in the Bn.	Management of Battalion Stores. Procurement and distribution of Store articles.	
Cashier.	1	1	Management of Cash. Encashment of bills from the Treasury and disbursement.	Management of Cash. Encashment of bills from the Treasury and disbursement.	
F.C.S.	1	1	To supervise the typewriting works of Bn. Office	To supervise the typing works of Bn. Office.	
UDC/LDC.	23+4***	21--+4***	To attend the clerical works in the subject files allotted to them.	To attend the clerical works in the subject files allotted to them.	* 4 Nos. of L.D. Clerks are appointed against supernumerary post created, as per G.O.(MS) No. 292/2012 (H) dated, 20-11-2012 & G.O. (MS) No. 270/2013 (H) dated, 29-10-2013
UDC		8			
LDC		13+4*			
CA Grade I & II	1	1	To attend the confidential matters and typewriting work of Commandant's office.	To attend the confidential matters and typewriting work of Commandant's office.	

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SGT/UDT/LDT.	6	6	To attend the typewriting works of Bn.office.	To attend the typing works of Bn.office.	
Attender.	1	1	Assist the tappal and despatch works in the Battalion office.	Assist the tappal and despatch works in the Battalion office.	
OA	2	2	To ensure smooth movement of files and to assist other works as per the directions of Superior Officers.	To ensure smooth movement of files and to assist other works as per the directions of Superior Officers.	
P.T.Sweeper.	1	1	To sweeping and cleaning Battalion office.	To sweep and clean the Battalion office and premises.	
Assst. Surgeon.	1	1	To provide medical treatment for the Battalion Officers and other personnel.	To provide medical treatment to Battalion Officers and other personnel	
Staff Nurse.	1	1	To provide nursing work for the ill health of Battalion officers and other personnel.	To provide nursing for the ill health of Battalion officers and other personnel	
Nursing Assistan	1	0			
Pharmacist.	1	0	To supply medicines to the patients as per the prescription of duty Doctor.	To distribute medicines to the patients as per the prescription of duty Doctor.	
Hospital Attender Gr. I	1	0	To attend hospital works as per the directions of the duty Doctor.	To attend hospital works as per the directions of the duty Doctor.	
Hospital Attender Gr.II	1	0	To attend hospital works as per the directions of the duty Doctor	To attend hospital works as per the directions of the duty Doctor.	
Cook.	1	0	To attend the cooking works in the hospital.	To attend the cooking works in the hospital.	
P.T.Sweeper.	1	1	To attend the sweeping works in the hospital.	To attend the sweeping works in the hospital.	
Barber.	7*	2	Haircutting and shaving works of Officers and other Personnel.	Hair cutting and shaving works of Officers and other Personnel.	* 3 vacant regular posts of camp followers (Cook-1, Barber-1, Dhoby-1) of this bn temporarily shifted to SOG (KATS)..
Cook.	28*	21	To attend the cooking works in the Coy. Mess.	To attend the cooking works in the Coy. Mess.	
Dhobi.	14*	6	Washing and ironing of uniform cloths of Officers and Men.	Washing and ironing of uniform cloths of Officers and Men.	
Sweeper/ Scavenger	14	12	Sweeping works in the Battalion.	Sweeping works in the Battalion.	
Water Carrier.	7	6	To fetch water required for the Battalion.	To fetch water required for the Battalion.	